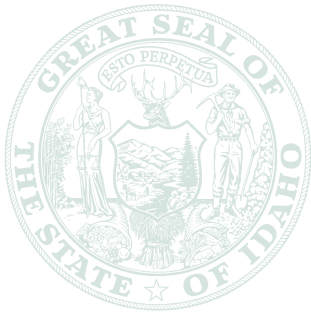


State of  
**Idaho**



# Real Estate Candidate Handbook

*To navigate through this document, use the book-marks in the left column.*

**PRINT HANDBOOK**

# Quick Reference

## Reservations

### Before making an exam reservation

Candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process. **Walk-in examinations are not available.**

### Making an exam reservation

Candidates may make an examination reservation by:

- Calling Promissor at (877) 540-5833
- Faxing the Fax Reservation Form (from Appendix) to Promissor at (888) 204-6291
- Visiting the Promissor Web site ([www.promissor.com](http://www.promissor.com))

Candidates should make a reservation by phone up to and including the day of the desired examination date or by fax or on the Web at least four (4) business days before the desired examination date.

## Schedules & Fees

### Promissor Test Center locations

A list of Promissor Test Centers appears on the back cover of this handbook. Candidates should contact Promissor to confirm specific locations and examination schedules.

### Exam fees

The examination fee (\$60) must be paid at the time of reservation by credit card, debit card, voucher or electronic check. **Payment will not be accepted at the test center.** Examination fees are non-refundable and non-transferable except as detailed in *Change/Cancel Policy*.

## Exam Day

### What to bring to the exam

Candidates should bring to the examination the confirmation number they received when they made the examination reservation, proper identification, and other materials as dictated by the state licensing agency. A complete list appears in *What to Bring* (page 8).

### Exam procedures

Candidates should report to the Promissor Test Center at least thirty (30) minutes before the examination begins. Each candidate will have four (4) hours to complete the examination, and will leave the test center with an official score report in hand. **Fingerprinting services are available to candidates who pass the examination, as detailed on page 9.**

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# Introduction

Licensure is the process by which an agency of state government or other jurisdiction grants permission to individuals to engage in the practice of, and prohibits all others from legally practicing, a particular profession, vocation, or occupation. By ensuring a minimum level of competence, the licensure process protects the general public. The state regulatory agency is responsible for establishing an acceptable level of safe practice and for furnishing the means to determine whether an individual meets that standard.

The state of Idaho has retained the services of Promissor (formerly known as ASI) to develop and administer its real estate examination program. Promissor is nationally recognized as a leading provider of assessment services to regulatory agencies and national associations.

## **Promissor/Idaho Real Estate**

PO Box 8588  
Philadelphia, PA 19101-8588  
[www.promissor.com](http://www.promissor.com)

**FaxBack:** (888) 204-6246

## **Idaho Real Estate Commission**

633 N. 4th Street  
Boise, ID 83720-0077  
(208) 334-3285

or toll-free from Idaho **only:** (866) 447-5411

[www.idahorealestatecommission.com](http://www.idahorealestatecommission.com)

## **Idaho Real Estate Licensing Requirements**

The Idaho Real Estate Commission has established the requirements for qualification for a salesperson or broker license. Applicants should read this candidate handbook, the enclosed forms, and any other information provided by the Idaho Real Estate Commission before applying for any licensing examination.

# Exam Reservations

**Walk-in examinations are not available.**

## Phone Reservations

Candidates may call Promissor at (877) 540-5833 to make a reservation.

Promissor Call Center Hours	
Monday - Friday	6 am – 9 pm
Saturday	6 am – 3 pm
Sunday	8 am – 2 pm

### *Mountain Time*

**When calling, candidates should have the following:**

- Legal name, address, Social Security number, daytime telephone number, and date of birth
- The name of the examination(s)
- The preferred examination date and test center location (a list appears on the back cover of this handbook)
- A failing score report (if retaking an examination)
- School code

A call center representative will help candidates select a convenient examination date and location, and will answer questions. A reservation will be made based on the next available examination date.

Candidates who wish to make a phone reservation may do so up to and including the day they wish to take the examination. **Since Promissor cannot guarantee that space will be available at the test center the day candidates call, candidates are advised to make a reservation at least three (3) business days before the desired examination date.**

For an exam on:	Candidates should call by:
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Monday	Friday
Tuesday	Saturday
Wednesday	Sunday

***Schedule is subject to change.***

## Telecommunication Devices for the Deaf

Promissor is equipped with TDD (Telecommunication Devices for the Deaf) to assist deaf and hearing-impaired candidates. TDD calling is available 8:00 am to 5:00 pm (EST), Monday through Friday, toll-free at (800) 274-2617. This TDD phone option is for individuals equipped with compatible TDD machinery.

## Online Reservations

Candidates may make an examination reservation online by visiting the Promissor Web site ([www.promissor.com](http://www.promissor.com)). First-time users must obtain a check-in code and will be asked to provide name, email address and phone number, as well as a personal password. Candidates will receive a check-in code immediately upon submitting the requested information.

Candidates will be prompted with step-by-step instructions on completing the online *Reservation Request Form*. Once the online request has been submitted, Promissor will send via email a confirmation of the examination date, time and location, or will contact candidates whose choices are not available. Candidates may also review, change or even cancel an existing reservation after the *Reservation Request Form* has been submitted by following the instructions.

Candidates who wish to make an online reservation should do so at least four (4) business days before the desired examination date.

## Fax Reservations

Candidates may fax the Fax Reservation Form (from Appendix) to Promissor at (888) 204-6291, 24 hours a day, 7 days a week. A confirmation of the reservation will be returned by fax within 24 hours of receipt of the faxed request.

Candidates who wish to make a fax reservation should do so at least four (4) business days before the desired examination date.

## Confirmation Number

Candidates will receive a confirmation number, which should be written down in the space provided below and used for any contact with Promissor.

Confirmation Number:
Examination Date:
Promissor Test Center:
Call Center Representative:

## Exam Fees

The examination fee (\$60) must be paid at the time of reservation by credit card, debit card, voucher or electronic check. **Payment will not be accepted at the test center.** Out-of-state examinations are available for an additional \$50. Examination fees are non-refundable and non-transferable except as detailed in *Change/Cancel Policy*.

## Vouchers

Candidates may pre-pay examination fees and receive a voucher to use when they contact Promissor to make an examination reservation. The number on the voucher will be accepted by Promissor as payment for the examination fee. Vouchers may be purchased for one fee or many.

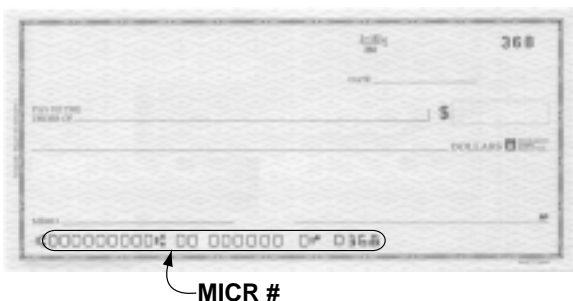
Those who wish to purchase a voucher should send a *Voucher Request Form* (found in the back of this handbook), along with proper payment. Promissor will process voucher requests within one (1) week of receipt. Vouchers are valid for one (1) year from the issue date, and they may be renewed or refunded.

## Electronic Checks

Candidates who choose to pay the examination fee by electronic check must have a personal checking account, and must be prepared to provide to Promissor at the time of reservation the following information:

- Bank name
- MICR number
- Social Security number or driver's license number
- Name and address on the account
- Account number

The MICR number can be found on a paper check, as illustrated:



Using this information, Promissor can request payment from the candidate's bank account just as if the candidate had submitted an actual paper check.



## Change/Cancel Policy

Candidates should call Promissor at (877) 540-5833 at least four (4) business days before the examination date to change or cancel a reservation. Candidates who change or cancel a reservation with proper notice may either transfer their fees to a new reservation or request a refund. **Candidates who change or cancel a reservation without proper notice will forfeit the examination fee.**

If the exam is: Candidates must call by:	
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Thursday	Sunday
Friday	Monday
Saturday	Tuesday

***This chart does not reflect holidays, which may increase the number of days' notice candidates must give.***

Candidates are individually liable for the full amount of the examination fee once a reservation has been made, whether individually or by a third party.

## Absence/Lateness Policy

Candidates who are late to or absent from an examination may be excused for the following reasons:

- Illness of the candidate or that of the candidate's immediate family member
- Death in the immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

**Candidates who are otherwise late to or absent from an examination and have not changed or canceled the reservation according to *Change/Cancel Policy* will not be admitted to the examination and will forfeit the examination fee.** Written verification and supporting documentation for excused absences must be submitted to Promissor within fourteen (14) days of the original examination date.

## Weather Delays and Cancellations

If severe weather or a natural disaster makes the Promissor Test Center inaccessible or unsafe, the examination may be delayed or canceled. Candidates may tune to local radio stations for details on delays and cancellations during severe weather.

## Special Exam Requests and Services

Promissor complies with the provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) and Title VII of the Civil Rights Act, as amended (42 U.S.C. 2000e *et seq.*), in accommodating disabled candidates who need special arrangements to take an examination.

Candidates who require special arrangements due to impaired sensory, manual or speaking skills, or other disability, should fax the *Special Accommodations Request Form* (found in the back of this handbook) to Promissor.

The form must be accompanied by supporting documentation from a physician or other qualified professional reflecting a diagnosis of the candidate's condition and an explanation of examination aids or modifications. Promissor will provide auxiliary aids and services, except where such may fundamentally alter the examination or results, or result in an undue burden. The examination will be scheduled upon receipt of all required information by Promissor.

Candidates who have additional questions concerning ADA arrangements may contact the ADA Coordinator at (800) 274-3707. However, the *Special Accommodations Request Form*, along with the required supporting documentation, **MUST** be submitted to Promissor before any special arrangements can be finalized.

Promissor will determine the time and place of specially arranged examinations and will confirm these arrangements directly with the candidate. Candidates who need to retake an examination should notify Promissor that special arrangements were used for the prior examination.

Due to the unique nature of each special request, Promissor recommends that candidates request special services as early as possible. Promissor will make a concerted effort to provide reasonable accommodations as permitted by state licensing agencies and individual Promissor Test Center capabilities.

## **Non-Saturday Exams**

Candidates who for religious reasons cannot take an examination offered only on Saturdays may request a non-Saturday examination date. Such a request must be put in writing on official stationery by the candidate's religious advisor and faxed to (610) 617-9397 or mailed to:

Promissor Test Center Operations  
3 Bala Plaza West  
Suite 300  
Bala Cynwyd, PA 19004

Non-Saturday examinations are available **ONLY** on a pre-arranged basis.

# Exam Day

## What to Bring

All candidates must bring to the test center on examination day the following:

- Two (2) forms of signature identification, one of which must be photo-bearing (preferably a driver's license)
- The confirmation number provided by Promissor
- Failing score report (if the candidate is retaking the examination)
- Original *Certificate of Waiver* from the Idaho Real Estate Commission (if applicable)

**Candidates who do not present the required items will be denied admission to the examination, considered absent, and will forfeit the examination fee.**

## Exam Procedures

Candidates should report to the Promissor Test Center thirty (30) minutes before the examination and check in with the test center manager. The manager will review the candidate's confirmation number, identification, and any other required documents, and will photograph him/her for the score report.

After check-in, candidates may take a tutorial on the PC on which the examination will be administered. The time spent on this tutorial will not reduce the examination time. The examination proctors will answer questions at this time, but candidates should be aware that the proctors are not familiar with the content of the examinations or with the state's licensing requirements, and have been instructed not to advise candidates on requirements for licensure. Candidates are responsible for determining which examinations they need to take.

Candidates may begin the examination once they have completed the tutorial. The examination begins the moment a candidate looks at the first examination question. Candidates will be given four (4) hours to complete the examination. After that time, the examination will automatically end. Candidates will leave the Promissor Test Center with their official scores in hand.

## Score Reporting

When candidates complete the examination, they will receive a score report marked "pass" or "fail". Candidates who pass the examination will receive a score report that includes information on how to apply for a license. Candidates who fail the examination will receive a score report that includes a numeric score and diagnostic information relating to both portions of the examination, as well as information about reexamination.

## Fingerprinting Requirement

All candidates who pass the examination must submit completed fingerprint cards along with their license application to the Idaho Real Estate Commission. Fingerprinting services are available in Idaho test centers only for a \$12 fee. **Candidates who wish to be fingerprinted after they complete the examination must request and pay for this service at the time they make the examination reservation.** The completed fingerprint card will be returned to the applicant to submit with the license application.

## Retaking the Exam

The examination is divided into two sections: general and state law. Candidates who pass one section of the exam and fail the other need retake only the section they failed, as long as they retake the failed section within one (1) year of the date of the passed section. Candidates who have not passed both sections of the examination within one (1) year of the date of the first passed section must retake both sections. *Example:* A candidate who takes the examination January 15, 2001 and passes the state section but not the general section need retake only the general section, but must do so on or before January 14, 2002. If the candidate does not pass the general section on or before January 14, 2002, he/she would be required to retake the entire examination.

There is no limit to how many times a candidate may retake the examination, as long as both sections are passed within one (1) year of applying for licensure. **Reservations for reexamination cannot be made at the test center, and candidates must wait twenty-four (24) hours before making one.**

## Review of Exams

For security reasons, candidates may not review examination materials.

## Score Explanation

The passing score of the examination is set by the Idaho Real Estate Commission. The general and state law portions are usually administered in multiple versions to enhance security. To ensure that no individual has an unfair advantage or disadvantage by taking a particular version of the examination, the actual passing score of the various versions may be adjusted to accommodate minor fluctuations in the difficulty level of the questions on each version. The passing point for all versions, however, is *reported* as 70 for the salesperson examination and 75 for the broker examination.

The reported examination scores can range from 1 to 100, but they should not be interpreted as the percentage or number of examination questions answered correctly. With 70 or 75 as the passing score, any score below 70 or 75 indicates how close the candidate came to passing, rather than the actual number or percentage of questions answered correctly.

## **Duplicate Score Reports**

Candidates may request a duplicate score report by completing and mailing the appropriate form found in this handbook and enclosing the proper fee.

## **Promissor Test Center Policies**

The following policies are observed at each Promissor Test Center. **Candidates who violate any of these policies may be dismissed from the test center.**

- **Late candidates will not be admitted to the examination,** and will forfeit the examination fee.
- **Calculators are permitted only if they are silent, hand-held, battery-operated, nonprinting, and without an alphabetic key pad.** Financial calculators are permitted if they meet the requirements outlined above. Solar calculators are not recommended because the lighting conditions required for the examination unit are not sufficient to charge the calculator. Use of any other calculator is not permitted. Calculator malfunctions are not grounds for challenging examination results or requesting additional examination time. Promissor will not provide calculators for the examination.
- **No cellular phones, beepers, watch alarms, listening devices, recording or photographic devices or any other electronic devices** are permitted during the examination, and there is no place for storage of personal belongings at the Promissor Test Center.
- **No dictionaries, books, papers, or study or reference materials** are permitted in the examination room, and candidates are strongly urged not to bring such materials to the Promissor Test Center.
- **No personal belongings such as briefcases or large bags** are permitted in the examination room. Any such materials brought into the examination room will be collected and returned when the examination has been completed. Promissor is not responsible for lost or misplaced items.
- **No eating, drinking, or smoking** during the examination is permitted.
- **No extra time** will be permitted, under any circumstances.

- **Candidates may not leave the test center once the examination has begun.** Candidates may use the restroom with permission from the proctor, but will not be allowed any extra time for the examination.
- **No giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room** is permitted. Candidates who do so will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.
- **No visitors, guests, pets or children** are allowed at the Promissor Test Center.



### **PRACTICE TESTS**

**Promissor's well-known practice tests are now offered exclusively online ([www.promissor.com](http://www.promissor.com)), giving candidates even more opportunity to succeed on the examination. Our practice tests will prepare candidates for the types of questions they will see on the general portion of the licensure exam and also familiarize them with taking computer-based examinations.**

**Promissor offers online practice tests for both salespersons and brokers that allow candidates to measure their knowledge in content areas such as real property, property valuation, and contracts and finance. The tests closely reflect the format of the general portion of the licensure examination, can be scored instantly, and provide immediate feedback to help candidates identify correct and incorrect answers. Candidates can purchase practice tests anytime at [www.promissor.com](http://www.promissor.com).**

# Preparing for the Exam

## Exam Content

The content of the general portion of the examination is based upon information obtained from a job analysis performed by Promissor. Responses from real estate professionals were analyzed to determine the nature and scope of tasks they perform, and the knowledge and skills needed to perform them. This information is the basis upon which examination questions are written and ensures that the examination reflects the actual practice of real estate. Questions on the general portion are also reviewed and approved by nationally recognized real estate professionals.

The state law portion of the examination has been developed to reflect the laws, regulations, and practice of real estate in Idaho, and has been reviewed and approved by real estate professionals in Idaho.

## Math Calculations

Candidates may use the following information in making mathematical calculations on the general portion of the real estate examinations unless otherwise stated in the text of the question:

- 43,560 square feet/acre
- 5,280 feet/mile
- Round off calculations (where applicable)

*If a question requires the calculation of prorated amounts, the question will specify: a) whether the calculation should be made on the basis of 360 or 365 days a year; and b) whether the day of closing belongs to the buyer or seller.*

This information will be available for reference in printed form at the Promissor Test Center during the examination.



## **General Content Outline**

### **For Sales and Broker Exams**

The general portion of the real estate examination is made up of eighty (80) scored questions, which are distributed as noted in the following content outline. Approximately ten percent (10%) of the scored questions on the general portion will involve mathematical computations.

The sales and broker examinations contain five (5) pretest questions that are not counted toward the score. These questions are used to gather statistics on performance and to help assess their appropriateness for use on future examinations. Since pretest questions look exactly like scored questions, candidates should answer all the questions on the examination.

The following examination content outline is appropriate for real estate salespersons and real estate brokers.

#### **I. Real property characteristics, definitions, ownership, restrictions, and transfer** **(20% – 16 questions)**

##### **A. Definitions, descriptions, and ways to hold title**

1. Elements of real and personal property
2. Property description and legal description
3. Estates in real property
4. Forms, rights, interests, and obligations of ownership

##### **B. Land use controls and restrictions**

1. Public (e.g., zoning, taxation, police power)
2. Private (e.g., liens, encumbrances, recording and priorities, subdivision/association rules)

##### **C. Transfer/alienation of title to real property**

1. Voluntary and involuntary
2. Deeds, warranties, and defects in title

#### **II. Assessing and explaining property valuation and the appraisal process** **(15% – 12 questions)**

##### **A. Principles, types, and estimates of property value**

##### **B. Influences on property value**

##### **C. Approaches to property valuation and investment analysis**

### **III. Contracts, agency relationships with buyers and sellers, and federal requirements** (25% – 20 questions)

- A. Contract elements, types (e.g., valid, enforceable), and terminology**
- B. Agency employment contracts, listing and buyer agency agreements, and required elements**
- C. Purchase/Sales contracts and contingencies**
- D. General agency relationships and fiduciary responsibilities**
- E. Property conditions and disclosures (e.g., property, environmental)**
- F. Procedures and laws governing real estate activities (e.g., Federal Fair Housing Act, Americans with Disabilities Act, antitrust, marketing controls)**

### **IV. Financing the transaction and settlement** (25% – 20 questions)

- A. Financing components**
  - 1. Financing instruments (e.g., notes, mortgages, contract for deed, deed of trust)
  - 2. Sources (e.g., primary and secondary mortgage markets, seller financing)
  - 3. Types of loans
  - 4. Financing concepts and terminology
- B. Lender requirements and obligations**
- C. Settlement procedures**
- D. Settlement documents (e.g., title review, RESPA)**
- E. Financing costs, property taxation, proration calculations, and other closing costs**

### **V. Leases, rents, and property management** (15% – 12 questions)

- A. Types and elements of leasehold estates, leases, lease clauses, and rental agreements**
- B. Lessor and lessee rights, responsibilities, and recourse**
- C. Management contracts and obligations of parties**

The Idaho state-specific examination is made up of forty (40) questions for salesperson candidates and fifty (50) questions for broker candidates. Each examination also includes five (5) pretest questions distributed throughout the examination. These pretest questions are not identified and will not affect the final score in any way.

**I. Duties and powers of the Real Estate Commission**  
**(Salesperson 10%, Brokers 10%)**

- A. General powers**
- B. Audit of records**
- C. Investigations, hearings, and appeals**
- D. Sanctions**
  - 1. Fines
  - 2. License suspension and revocation

**II. Licensing requirements**  
**(Salesperson 10%, Broker 10%)**

- A. Activities requiring a license**
- B. Types of licenses**
- C. Eligibility for licensing**
- D. License renewal**
- E. Change in license/status**
- F. Education**

**III. License Law and Rules of the Idaho Real Estate Commission**  
**(Salesperson 30%, Broker 35%)**

- A. Advertising/Use of business name**
- B. Broker-salesperson relationship**
- C. Commissions**
- D. Document handling and record keeping**
- E. Handling of monies/Consideration**  
**(items of value)**
- F. Trust accounts**
- G. Listings**
- H. Offers, counteroffers, acceptance**  
**(including leases)**
- I. Office operations and business practices**
- J. Brokerage management (Broker only)**
- K. Closing statement**
- L. Recovery Fund**
- M. Prohibited conduct**

**IV. Brokerage representation (agency law)**  
**(Salesperson 15%, Broker 15%)**

- A. Agency contracts**
- B. Types**
- C. Obligations to parties**
- D. Termination of agency**
- E. Limits of confidentiality**
- F. Disclosing agency relationships**

**V. Calculations and closing costs**  
**(Salesperson 10%, Broker 8%)**

**VI. Idaho principles and practices**  
**(Salesperson 25%, Broker 22%)**

- A. Financing**
  - 1. Trust deeds, notes, mortgages, contract for deed
  - 2. Foreclosure
- B. Ownership/Possession**
  - 1. Community property
  - 2. Adverse possession
- C. Real estate valuation**
  - 1. Property description
  - 2. Property taxes/assessed value
    - a. Homeowner's exemption
    - b. Tax liens
    - c. Circuit breaker
- D. Homestead**
- E. Mechanic's liens/other liens**
- F. Recording**
- G. Mobile homes/manufactured housing**
- H. Water rights**
- I. Land use controls**
  - 1. Zoning
  - 2. Subdivisions
- J. Idaho Fair Housing**

Note: The entire question pool for both the general and state law portions of the examinations, each form of the examination, and any materials used to administer the examination are copyrighted by and are the property of Promissor. Any distribution of examination content by oral or written communication or by any material or other reproduction is strictly prohibited and punishable by law.

PROMISSOR 

# Idaho Real Estate Exam Fax Reservation Form

Last Name First Name M.I.

Street Address

City State ZIP

( ) ( )

Telephone (Daytime) Telephone (Evening) ☐ am

( ) ☐ pm

Your Fax # Today's Date/Time

- - - - - / / - - - - -  
Social Security # Date of Birth Licensure State

Candidate Signature

School Code: ☐ Check here to be fingerprinted after the exam, for an additional \$12.

Promissor Test Center \_\_\_\_\_  
Code \_\_\_\_\_

Examination Name: \_\_\_\_\_

**Choice #1** Date \_\_\_\_\_ ☐ AM ☐ PM

**Choice #2** Date \_\_\_\_\_ ☐ AM ☐ PM

**Choice #3** May we register you for the next available date? ☐ Yes ☐ No

**FAX THIS FORM TO (888) 204-6291**

## CREDIT CARD PAYMENTS:

☐ MasterCard ☐ Visa ☐ AmExpress ☐ Discover

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

## ELECTRONIC CHECK PAYMENTS:

Bank Name: \_\_\_\_\_

MICR #: \_\_\_\_\_

Account #: \_\_\_\_\_

Name/Address on Account (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_

## FOR PROMISSOR USE ONLY

Reservation is confirmed for:

Examination Date \_\_\_\_\_ Time \_\_\_\_\_

Confirmation Number \_\_\_\_\_

Promissor Test Center \_\_\_\_\_

# Special Accommodations Request Form

Any individual who has a physical or mental impairment or limitation described as a disability under the Americans with Disabilities Act (ADA) may request special examination arrangements.

Candidates who wish to request special accommodations because of a disability should fax this form to Promissor at (610) 617-9397. Documentation on official letterhead from a physician, school official, licensed psychiatrist, licensed psychologist or other appropriate authority should be included with the form. This documentation should identify the disability and the need for the requested accommodations, and may be in the form of a letter, test results, signed school Individual Education Plan diagnosis and plan, or other official documentation identifying the disability and the accommodations prescribed.

Date \_\_\_\_\_

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

(       )

\_\_\_\_\_  
Daytime Telephone

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Large-print written exam

☐ Marker

☐ Additional time

☐ Separate testing room

☐ Reader

☐ Sign language interpreter

☐ Other equipment or accommodation (please explain): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accommodations previously provided to you (list accommodation and purpose, such as "sign language interpreter for SAT examination"):  
\_\_\_\_\_  
\_\_\_\_\_

Candidates who have questions about special accommodations should contact Promissor:

**Promissor Test Center Operations**

**3 Bala Plaza West, Suite 300**

**Bala Cynwyd, PA 19004**

**Phone: (800) 274-3707** (choose option 1)

**TDD: (800) 274-2617 ■ Fax: (610) 617-9397**

***NOTE: Only candidates who require special accommodations should use this form. Only this side of the form need be completed and faxed.***



## **Request for Duplicate Score Report**

Use this form to request a duplicate copy of your score report. Please print or type all information on the reverse side of this form and include the correct fees, or your request will not be processed.

**FEE:**

\$10.00 for scores less than one year old.

\$25.00 for scores one or more years old.

Please enclose **certified check or money order** made payable to “Promissor”. Do not send cash. Write your confirmation number or Social Security number on your payment. You will receive your duplicate score report in 2–3 weeks.

**SEND TO:**

**Idaho Real Estate Program  
Duplicate Score Request**  
Promissor Processing Center  
PO Box 8588  
Philadelphia, PA 19101–8588

**AMOUNT ENCLOSED: \$** \_\_\_\_\_

PLEASE COMPLETE  
BOTH SIDES OF  
THIS FORM

**Print your name and current address below:**

Candidate ID #

Social Security #

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Tel. ( \_\_\_\_\_ ) \_\_\_\_\_

*If the above information was different at the time you were tested, please indicate former name or address below:*

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Tel. ( \_\_\_\_\_ ) \_\_\_\_\_

**Exam taken (✓ one)**

☐ Salesperson

☐ Broker

Date taken:  -   
month year

State in which examination was taken \_\_\_\_\_

*I hereby authorize Promissor to send a duplicate of my score report to me at the address above.*

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**Candidate's Signature (required)**

PLEASE COMPLETE BOTH SIDES  
OF THIS FORM



## Idaho Real Estate Voucher Request Form

PLEASE PRINT CLEARLY

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

(       )  
\_\_\_\_\_  
Day Phone

(       )  
\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Email address (if you would like Promissor to email the voucher #)

### CHOOSE THE SERVICES FOR WHICH YOU WILL PAY:

☐ Examination (\$60, plus \$50 if you will take the exam out of state)

☐ Fingerprinting (\$12)

Payment Type:

☐ Money Order

☐ Company Check

Make all checks payable to "Promissor" and mail this form to:

**Promissor**  
**c/o AP Voucher Program**  
**PO Box 41508**  
**Philadelphia, PA 19101-1508**

## Provider Code List

Code	Provider Name	Phone
0043	Academy For Real Estate Careers	(208) 377-9247
0003	Boise State University College of Business and Economics	(208) 426-3356
0038	Boise State University BSU Center for Workforce Training	(208) 426-1860
0018	BYU-Idaho Div. Of Continuing Education	(208) 496-1040
0019	College of Southern Idaho Continuing Education	(208) 733-9554 extension 2234
0028	Computaught, Inc. DBA Real Estate Web School	(800) 532-7640
0030	Dearborn Financial Publishing, Inc. d.b.a. Recampus	(312) 836-4400
0010	Eastern Idaho Technical College	(208) 524-3000 extension 3344
0055	Executrain of Idaho	(208) 327-0768
0004	Idaho Association of REALTORS	(208) 342-3585
0017	Idaho State University School of Applied Technology	(208) 334-3285
0012	Lewis-Clark State College Workforce Training	(208) 792-2442
0033	National Association of REALTORS	(312) 670-1555
0007	North Idaho College Workforce Training Center	(208) 769-3444
0023	Pioneer Real Estate School	(208) 377-4300
0045	Professional Real Estate School	(208) 234-4357
0041	RE/MAX Satellite Network	(303) 796-3890
0013	University of Idaho Independent Study Office	(208) 885-6641
8888	School unknown	
0005	Idaho Real Estate Commission	
9999	Out of state	

**General Information**

Candidates may call (877) 540–5833  
to make an exam reservation.

**Promissor Test Centers**

Code	Location	Schedule
1320	Boise	Tuesday through Saturday
1321	Coeur d’Alene	2nd & 4th Saturday of the month
1322	Pocatello	Saturday
4817	Spokane	Tuesday through Saturday

**Locations and schedules are subject to change.**

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**Promissor Holiday Schedule**

*No exams on the following holidays  
or holiday weekends:*

New Year’s Day/Eve	Independence Day/Weekend
Martin Luther King, Jr. Day	Labor Day/Weekend
Presidents’ Day	Columbus Day
Spring Holiday (March 25)	Thanksgiving Day/Weekend
Memorial Day/Weekend	Christmas Day/Eve